



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #33/04**

September 16, 2004

TO Department Directors  
Agency Administrators

FROM Jeanne Greene, Director  
Department of Personnel

SUBJECT: Supervisory and Management Personnel Identification

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On October 4, 2004 we will activate an Employee Role Assignment (EMRA) window in the ADVANTAGE™ HR. This new window will allow for the identification of supervisory and management personnel and will be interfaced to the HR Data Warehouse (HRDW) for tracking N.A.C. mandatory training as well as other useful purposes.

There has never been a systematic way to identify a supervisor or manager since neither the classification title nor the position is always indicative of this status. Agencies will be asked to identify who these employees are and provide for the long-term maintenance of this new window.

To help you identify a supervisor and a manager we have provided the following definitions:

*"Supervisory position" means a position which is held by an employee who:*

- (1) Formally evaluates staff;*
- (2) Is involved in the hiring and firing of subordinate staff; and*
- (3) Establishes policies, which affect the performance or behavior of subordinate staff. Example: establishing work performance standards for their staff, coordinating work projects between staff, ensuring staff coverage for the work unit. NOTE: this list is not all-inclusive.*

*"Managerial position" means a position which is held by an employee who:*

- (1) Formally evaluates supervisors;*
- (2) Is involved in the hiring and firing of subordinate staff;*
- (3) Determines organizational structure within a component of the organization;*  
*and*
- (4) Develops, monitors and carries out policies to accomplish long- range goals.*

The Central Records staff will be assisting you in the initial data population of this new window. To accomplish this, on September 21, 2004 we will e-mail your agency personnel representative a spreadsheet listing all employees in your agency. This will need to be updated by identifying the supervisors and managers. Once you have completed the information, return the spreadsheet by e-mail to: ifs\_hr\_helpdesk@ifs.state.nv.us on or before **October 1, 2004**. From this spreadsheet we will input the information into the EMRA window for you.

*After you submit the spreadsheet you will need to track any additions or changes in order to update EMRA in ADVANTAGE-HR™ beginning October 4, 2004. The supervisor and manager identification field (section F) of the ESMT A form is to be utilized by the agencies starting on the October 4, 2004.*

The EMRA window has the Personnel Records profile which only allow persons with the security of AREC to input and place approvals on a transaction (if you are currently updating ESMT transactions in ADVANTAGE™ you will have access to this window). EMRA will *not* require any approval from Central Records to update the transaction.

If you have any questions regarding this memo, please contact your Central Records liaison.

As always, we look for ways to better serve you by improving the HR systems.

JG:sq

cc: Agency Personnel Liaisons  
Agency Personnel Representatives